

Adopted: October 2003, Revised: _____

Class Title: Assistant Director of Neighborhood and Leisure Services for Parks, Recreation and Open Space

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs a full range of management and leadership responsibilities including planning, organizing and directing activities related to municipal leisure service and park development, park maintenance operations for the Neighborhood and Leisure Services (NLS) Department. Under the direction of the Director of Neighborhood & Leisure Services, the incumbent will oversee the delivery of a full range of leisure services, park management and park maintenance activities including recreation and adaptive recreation, cultural and community services, special events, senior citizens activities and the administration of park and open space management, landscape maintenance as well as provide highly responsible and complex administrative and management support to the departmental operations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| | Physical Strength Code | ESSENTIAL FUNCTIONS |
|---|---------------------------|---|
| 1 | S | Facilitates the planning, development, coordination and administration of the department general fund and capital improvement budgets; forecasts, prioritizes and recommends service levels and funding requirements for operational programs and capital improvement projects; assists division managers in monitoring and analyzing their budgets on a quarterly basis; oversees the annual evaluation of service charges and users fees. |
| 2 | S | Identifies service levels and assign projects and programmatic areas of responsibility; reviews and evaluates recreational programming and park management procedures; meets with staff to identify and resolve problems and issues. |
| 3 | S | Serves in a leadership role in developing and implementing an urban open space plan. |
| 4 | S | Serves in a leadership role in developing and implementing a recreational, leisure services, and sports master plan for all age levels. |
| 5 | S | Facilitates and coordinates development of the department strategic operations plan, business plan, goals, objectives and priorities. |
| 6 | S | Assists the director in establishing, within city policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources for leisure services. |
| 7 | S | Assists in planning, directing and coordinating, through subordinate level managers, the department work plan for leisure services and park management and maintenance. |

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| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 8 | S | Monitors and assesses trends and innovations in the field of parks management and leisure services including recreation and park management and landscape maintenance; identifies opportunities for continuous improvement; directs and implements strategic system changes. |
| 9 | S | Facilitates the planning, design, acquisition, construction, and maintenance of municipal parks, open space, recreational facilities, urban forest lands, and community recreation centers and makes appropriate recommendations for changes. |
| 10 | S | Identifies, evaluates and presents recommendations regarding alternative strategies for service delivery, funding, revenue enhancements, and service level recommendations. |
| 11 | S | Manages the timely preparation and delivery of high quality correspondences to the director, city administration, city council, residents and other customers. |
| 12 | S | Remains current with statutory requirements, case law directives and professional standards for recreation, parks and leisure services. |
| 13 | S | Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and facilitates employee training, development and recognition programs. |
| 14 | S | Analyzes and reviews performance measurement data; monitors and authorizes program changes in accordance with established guidelines to enhance productivity and customer service. |
| 15 | S | Coordinates grant research, development and implementation, and other types of financial and operational awards; seeks supplemental sources of funding; ensure adherence to City procedures for outside funding. |
| 16 | S | Responds to inquiries by investigating and resolving difficult and sensitive complaints or by referring such inquiries to the appropriate department for resolution. |
| 17 | S | Manages and oversees complex projects, analysis and evaluations; prepares written reports as requested; conducts surveys and presents data for management action as needed. |
| 18 | S | Interprets, communicates and markets department programs, policies and activities; negotiates and resolves sensitive and controversial issues; recommends and administers municipal policies and procedures. |
| 19 | S | Provides staff assistance to the director and city administration including providing assistance with state legislative issues; participates on a variety of boards, commissions and committees; prepares and presents related staff reports and other necessary correspondence. |
| 20 | S | Directs large, special projects and events with the general public and private agencies. |

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| | Physical Strength Code | ESSENTIAL FUNCTIONS |
|----|-----------------------------------|---|
| 21 | L | Prepares and makes presentations to civic groups, boards and commissions, City Council and other citizen advisory groups. Serves as staff liaison to the Norfolk Parks and Recreation Commission. |
| 22 | S | Performs related duties and responsibilities as required. |

Adopted: October 2003, Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education/ Knowledge | Requires a Bachelors degree from an accredited college or university with major course work in public administration, parks and recreation, leisure services or related field; masters degree in related field preferable. |
| Experience | At least six years of increasingly responsible experience in the field of leisure services, recreation administration and/or park planning and maintenance, including three years of managerial and supervisory responsibility in a mid to large size urban municipality. |
| Certifications and Other Requirements | Certified Leisure Professional (CLP) Certification or demonstrated progress towards such professional certification or similar professional certification preferred. Valid driver's license. |
| Reading | Work requires the ability to read advanced level reports, journals, graphs, spreadsheets, codes, legal contracts, and general correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as advanced financial calculations. |
| Writing | Work requires the ability to write advanced level proposal requests, contracts, ordinances reports, and general correspondence. |
| Managerial | Managerial responsibilities include extensive strategic planning, administrative and financial functions, legal functions, various department improvements, and code violations. |
| Budget Responsibility | Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management. |
| Supervisory/ Organizational Control | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. |
| Complexity | Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

Adopted: October 2003, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary X | Light | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|---|--|---|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|---|--|---|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Copier, fax machine, presentations |
| Sitting | F | Computer, desk work, meetings, driving |
| Walking | F | Inter-office, to/from meetings |
| Lifting | O | Office supplies, files, reports |
| Carrying | O | Office supplies, files, reports |
| Pushing/Pulling | O | File cabinet drawers, chairs |
| Reaching | F | Office supplies, reports, telephone |
| Handling | F | Office supplies, records, reports |
| Fine Dexterity | F | Computer keyboard, calculator, writing, telephone keypad |
| Kneeling | R | Filing in cabinet drawers |
| Crouching | R | Filing in cabinet drawers |
| Crawling | N | |
| Bending | O | Picking up supplies, transporting materials |
| Twisting | O | To/from computer, desk, and telephone |
| Climbing | O | Stairs |
| Balancing | O | On stairs |
| Vision | C | Computer monitor, reading, writing, supervision of staff, driving |
| Hearing | C | Communicating with personnel and general public, meetings |
| Talking | F | Communicating with personnel and general public, meetings |
| Foot Controls | O | Driving |
| Other (specify) | N | |

Adopted: October 2003, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------------|-----------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------------|-----------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | S |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----------|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|---|--|---|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|---|--|---|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other (see 3 below) | N |

(3)